

## How to Contact us

**Opening Hours:** 8.30am to 5.00pm Monday to Thursday  
8.30am to 4.30pm Friday

**By letter:**  
Revenues and Benefits Service  
Wolverhampton City Council  
PO Box 250  
Wolverhampton  
WV2 1AX

**In person:**  
Council Tax and Business Rates  
Reception 7  
Ground Floor  
Civic Centre  
St Peters Square  
Wolverhampton

**By telephone:**  
Billing and general enquiries: (01902) 551166  
Recovery enquiries: (01902) 555808  
Direct Debit enquiries: (01902) 551166  
24 hour card payments 0800 180 4464

A voicemail message can be left when the office is closed. If a telephone number is provided, the call will be returned when the office is next open.

Fax Number: (01902) 555885  
Minicom: (01902) 554496

The Council is also registered for Typetalk.  
There is a hearing loop at the Council Tax and Business Rates reception 7.

Interpreters for speakers of Punjabi, Hindi and Urdu are available on request.  
For other languages, interpreters are available via the National Interpreting Service.  
A sign language interpreter is available by appointment.

**Punjabi:**  
ਜੇਕਰ ਤੁਸੀਂ ਕੌਂਸਲ ਟੈਕਸ ਜਾਂ ਬਿਜ਼ਨਿਸ ਰੇਟਜ਼ (ਵਪਾਰਕ ਰੇਟਾਂ) ਬਾਰੇ ਪੰਜਾਬੀ ਵਿੱਚ ਗੱਲ ਬਾਤ (ਵਿਚਾਰ) ਕਰਨੀ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਰਿਕਪਾ ਕਰਕੇ 01902 551166 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਇੰਟਰਪਰੈਟਰ (ਦੁਭਾਸ਼ੀਆ) ਲਈ ਕਹੋ।

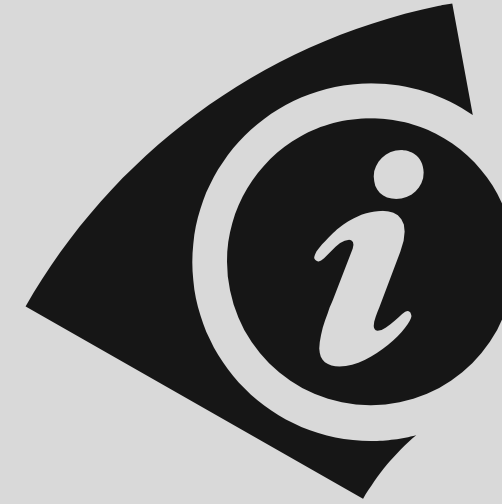
**Hindi:**  
अगर आप काउन्सिल टैक्स या कारोबार के दर के बारे में हिन्दी में चर्चा करना चाहते हैं, तो कृपया 01902 551166 पर फोन कीजिए और दुभाषिया के लिए प्रार्थना कीजिए।

**Gujarati:**  
તમારે કાઉન્સિલ ટેક્સ અથવા બિઝનેસ રેઇટ વિષે ગુજરાતીમાં ચર્ચા કરવી હોય તો 01902 551166 નંબર પર ટેલિફોન કરીને ઇન્ટરપ્રિટરની પૂછા કરાવો

Website: [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)  
E-mail: [council.tax@wolverhampton.gov.uk](mailto:council.tax@wolverhampton.gov.uk)

This leaflet is also available in large print

CT18D 04/13



# Council Tax

**Empty properties, second homes and  
job-related accommodation**

Full council tax is charged if there are two or more people aged 18 or over living in a property. Council tax is also payable on some unoccupied properties and properties which are not occupied on a permanent basis.

**Is my property exempt from council tax?**

**An unoccupied property will be exempt from council tax for as long as one of the following is met:**

- ◆ The liable person was previously resident but is now detained in prison or hospital under a Court Order, the Armed Forces Act 2006 or the Mental Health Act
- ◆ The liable person was previously resident, but is now permanently in a nursing home or hospital
- ◆ The owner has died and letters of administration or probate were not granted more than 6 months ago
- ◆ Occupation is prohibited by law or certain planning conditions
- ◆ It is awaiting occupation by a minister of religion
- ◆ The liable person is living elsewhere to provide or receive care due to illness, old age or drug/alcohol abuse
- ◆ The liable person is living elsewhere to study
- ◆ It has been repossessed
- ◆ The liable person is a trustee in bankruptcy
- ◆ It is an annexe which cannot be let separately
- ◆ It is an empty caravan pitch or boat mooring.

**An unoccupied property will be exempt from council tax for a limited period if :**

- ◆ It is owned and was in use by a charity (6 months maximum)

Qualifying conditions apply for all exemptions. You will need to complete an application form and provide further details to decide your claim. For an application form, please see 'How to contact us' overleaf.

**What property discounts are available for an unoccupied property?**

Unoccupied and unfurnished properties will be charged at 100% following an initial 21 day period of 100% discount.

**Long term unoccupied and substantially unfurnished properties**

Properties which remain unoccupied and unfurnished for a period of 2 years and longer will be charged an additional 50% premium.

**Unoccupied but furnished properties**

There will be no discount/exemption available for properties under these circumstances from 1 April 2013.

**Job-related dwellings**

Where a council tax payer has two homes, one of which is a job-related dwelling as defined in the regulations, there will be a discount of 50% on the second dwelling.

A dwelling is job-related if it is provided by reason of the employment of the liable person or spouse and:

- ◆ It is necessary for the proper performance of the duties of the employment that the employee should reside in the dwelling, or
- ◆ It is provided for the better performance of the duties of employment and it is customary for such employers to provide dwellings, or
- ◆ Special security arrangements are in force.

If the dwelling is provided by a company of which the employee is a director:

- ◆ The employment must be full-time, or
- ◆ The company must be non-profit making, or
- ◆ The company must be for charitable purposes only.

If you have two homes, one of which you are required to occupy as a result of your employment, please complete the form opposite to claim a 50% discount.

**A. Job-related dwellings**

Please provide the name(s) of persons required to live in the job-related property as a result of their employment

Address of job-related property

Address of second property

**B. Employer details**

Please provide the name and address of the employer

What is the nature of the employment and why is the accommodation necessary?

Is the job-related property provided by the employer?

YES/NO

**C. Company directors**

Are you or your spouse a director of the company employer shown above? YES/NO

If NO, go to part D, if YES:

Is your employment with the company full time

YES/NO

Is the company non-profit making?

YES/NO

Is the company for charitable purposes only?

YES/NO

If the charity is registered, please provide the registered no.

**D. Details of the applicant**

Full name

Full address

Postcode

**I confirm that the information provided is correct to the best of my knowledge**

Signed

Date

Preferred daytime contact number

(Home, work or mobile.)

E-mail address

**Please return your completed form to the Revenues and Benefits Service, P O Box 250, Wolverhampton.**

This authority is under a duty to protect public funds and, to this end, may use the information held or provided by you for the prevention and detection of fraud. It may also share this information with other bodies, including Wolverhampton Homes, for these purposes and also for the administration, collection and recovery of taxes and charges and for performing other statutory enforcement duties.